Transfer ARD/IEP COMMITTEE Meeting Process for a Student Transferring to HISD From Out-of-District

**STEP**

1. A student with a disability enrolls

**The campus registrar will :**

1. Verify parental status of the individual(s) enrolling the student
2. Identify the student is in the conservatorship of the TDFPS residing in a residential group-care facility (including emergency shelters) and requests FORM 2085: TDFPS Placement Authorization.
3. Provide special education department chair with special education documents

**When a student with a disability enrolls without Special Education records the campus registrar will:**

* Notify special education department chair that records will need to be obtained
* Obtain records via Texas Records Exchange System (TREx)

1. Campus registrar enters student information into Chancery on the special services referral tab

**How to enter Special Education Student Information into Chancery**

* Select a student
* Scroll down the left side of the *Demographics* screen and click *“Special Svc”*
* Select “*Referrals”*
* Select “Actions from the top of the page”
* Select “Add Referral Information”



* Enter *“Referral Initiation Date”-* (date student enrolls)
* Enter “Referral Grade Level” – (student current grade level)
* Select “*Referral Source”-* (Other School/District)
* Select from “Referral Type”- (Special Education)



1. If HISD will provide the student with services comparable to those described in previous IEP, no ARD/IEP Committee meeting is needed until the 30-day Annual Placement ARD/IEP Committee meeting
2. Campus registrar will add a note to Chancery *Special Services Referral Information* memo section (located at the bottom of the screen), stating the student will be provided services comparable to those described in the IEP from the previous district.



Student will be provided services comparable to those described in the IEP from previous district. No ARD/IEP Committee Meeting is needed until the 30-day Annual Placement ARD/IEP Committee meeting.

**What to do if comparable services will not be provided**

1. Campus registrar will add note to Chancery referral memo section (located at the bottom of the screen),stating the student requires a *Transfer ARD/IEP Committee meeting* before the 30-day Annual Placement ARD/IEP Committee meeting



Student requires a Transfer ARD/IEP Committee meeting before the 30-day Annual Placement ARD/IEP Committee meeting.

**Note:** If the student’s services are likely to be provided through Community Services, an Annual Placement ARD/IEP Committee meeting should occur within five school days of enrollment unless the adult student or parent (e.g., natural or surrogate) waives the five school days waiting period.